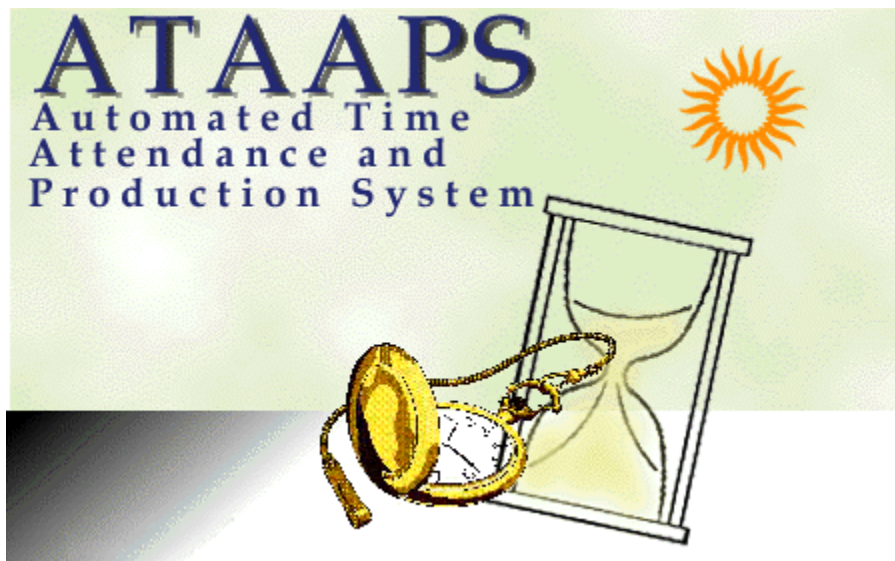


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# **Automated Time Attendance and Production System (ATAAPS)**



## **ATAAPS Desk Guide for Web Version**

July 1, 2003

# Desk Guide for the Web Version of ATAAPS

## Personnel Management

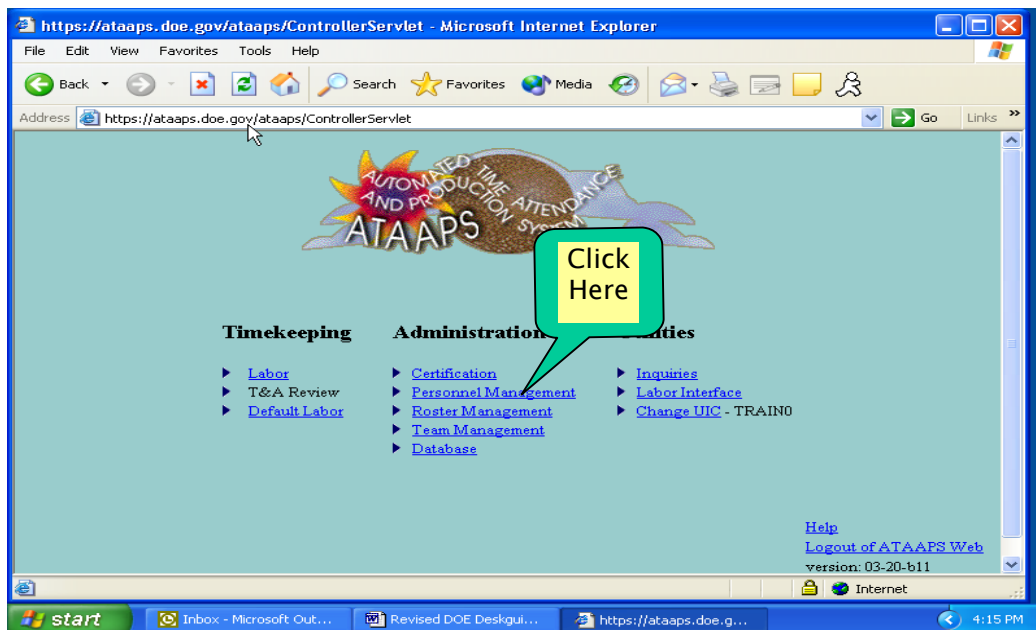
The Personnel Management feature can be used for:

- Adding a New Employee
- Managing the Favorites List
- Assigning a Temporary Tour of Duty
- Changing the Permanent Tour of Duty
- Displaying Team Assignments

Detailed instructions for each of these tasks can be found in the Process Instructions from On-Line-Help.

## Changing Tour of Duty for Employees

To change the Permanent or Temporary Tour of Duty for an employee, click the Personnel Management link on the ATAAPS Main Menu.



## Desk Guide for the Web Version of ATAAPS

1. Following is the screen for changing an employee's tour of duty. Select the desired Team by using the drop down menu and display that Team by clicking on the Team button. Select the employee that you wish to change the tour of duty for by using the drop down menu and clicking on the Employee button to select. Once the employee is displayed, select the **Perm Tour** link to change the **Permanent Tour of Duty**.

ATAAPS Personnel Management Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://ataaps.doe.gov/servlet/ataapsWeb.PersMgmtControllerServlet

**Personnel Management Properties**

Logged In As: PEGNATO, PHILIP R UIC: 2C0000

Team: 730601 730601 Team

Employee: SMITH, JOHN SMITH, JOHN << >> Employee

Properties Tour Day Perm Tour Team Roster Type Rpt. WorkCenter Defaults/Favorites Status Schedule Temp Injury Summary

\*First Name: SMITH \*Last Name: SMITH

SSN: 999-99-9996

Current Date SDA ID: DOEHQO

Close Date:

Premium Type Hours: ☐

Favorites Required: ☐

Required Field

Save Add Refresh

Start In... D... F... gl... A... I... A... Internet 10:57 AM

Click Here After Selecting Team and Employee

2. Using the Add Tour drop down menu, select the Pay Period this change is to become effective. Then click the Add Tour button.

Add Tour: 2003-Jun-01 Add Tour

Click Here First

Click Here Second

0 - Not on AWS(5 day)

## Desk Guide for the Web Version of ATAAPS

Open Date: 06/15/2003 Close Date: Period Length: 14 Alternate Work Schedule: 0 - Not on AWS(5 days wk; 8 hrs) Update AWS

	Day		Diff	Sunday Premium
Sunday	1			
Monday	2			
Tuesday	3	<input checked="" type="checkbox"/>	8.00	0.00
Wednesday	4	<input checked="" type="checkbox"/>	8.00	0.00
Thursday	5	<input checked="" type="checkbox"/>	8.00	0.00
Friday	6	<input checked="" type="checkbox"/>	8.00	0.00
Saturday	7	<input type="checkbox"/>	0.00	0.00
Sunday	8	<input type="checkbox"/>	0.00	0.00
Monday	9	<input checked="" type="checkbox"/>	8.00	0.00
Tuesday	10	<input checked="" type="checkbox"/>	8.00	0.00
Wednesday	11	<input checked="" type="checkbox"/>	8.00	0.00
Thursday	12	<input checked="" type="checkbox"/>	8.00	0.00
Friday	13	<input checked="" type="checkbox"/>	8.00	0.00
Saturday	14	<input type="checkbox"/>	0.00	0.00
<b>Total Scheduled Hours:</b>		<b>80.00</b>		

Calculate & Validate Total Save & Close Cancel

3. Select the Alternate Work Schedule (AWS) drop down and choose the employee's AWS. After selecting the proper AWS for the employee, click the "Update AWS" button. If needed, change the employee's Duration Hours for each day. When finished with updating all Duration Hours, click the Calculate and Validate Total button at the bottom of the screen to verify the correct number of hours for each day of the pay period. Click the Save and Close button at the bottom of the screen to save changes.

Open Date: 06/29/2003 Close Date: Period Length: 14 Alternate Work Schedule: 6 - Compressed(80 hrs biwk; scheduled days) Update AWS

	Day	Duration	Night Diff	Sunday Premium
Sunday	1	0.00	0.00	
Monday	2	9.00	0.00	
Tuesday	3	9.00	0.00	
Wednesday	4	9.00	0.00	
Thursday	5	9.00	0.00	
Friday	6	8.00	0.00	
Saturday	7	0.00	0.00	<input type="checkbox"/>
Sunday	8	0.00	0.00	
Monday	9	9.00	0.00	
Tuesday	10	9.00	0.00	
Wednesday	11	9.00	0.00	
Thursday	12	9.00	0.00	
Friday	13	0.00	0.00	
Saturday	14	0.00	0.00	<input type="checkbox"/>
<b>Total Scheduled Hours:</b>		<b>80.00</b>		

Calculate & Validate Total Save & Close Cancel

## Desk Guide for the Web Version of ATAAPS

1. Following is the screen for changing an employee's tour of duty. Select the desired Team by using the drop down menu and display that Team by clicking on the Team button. Select the employee that you wish to change the tour of duty for by using the drop down menu and clicking on the Employee button to select. Once the employee is displayed, **select the Tour Day link to change the Temporary Tour of Duty for a specific pay period.**

The screenshot shows the 'ATAAPS Personnel Management Window' in Microsoft Internet Explorer. The browser address bar displays 'https://ataaps.doe.gov/servlet/ataapsWeb.PersMgmtControllerServlet'. The page title is 'Personnel Management - Properties'. The 'Logged In As' section shows 'PEGNATO, PHILIP R' with 'UIC: 2C0000'. Below this, the 'Team' is set to '730601' and the 'Employee' is 'SMITH, JOHN'. A green callout bubble points to the 'Tour Day' link in the navigation menu, with the text 'Click Here After Selecting Team and Employee'. The 'Tour Day' link is highlighted in blue. The main content area shows a form for 'SMITH, JOHN' with fields for 'Last Name', 'SSN', 'Current Date SDA ID', 'Close Date', 'Premium Type Hours', and 'Favorites Required'. The 'Save', 'Add', and 'Refresh' buttons are at the bottom.

2. Using the Add Tour drop down menu, select the Pay Period this change is to become effective. Then click the Add Tour button.

The screenshot shows the 'ATAAPS Personnel Management Window' in Microsoft Internet Explorer. The browser address bar displays 'https://ataaps.doe.gov/ataaps/PersMgmtControllerServlet'. The page title is 'Personnel Management-Tour Day'. The 'Logged In As' section shows 'BEALL, PAULETTE C' with 'UIC: 1M0000'. Below this, the 'Team' is set to '815531' and the 'Employee' is 'BEALL, PAULETTE C'. The 'Work Center' is 'AASA - AASA'. A green callout bubble points to the 'Add Tour' button, with the text 'Click Here First'. Another green callout bubble points to the 'Add Tour' dropdown menu, with the text 'Click Here Second'. The 'Add Tour' dropdown menu is open, showing a list of options. The 'Add Tour' button is highlighted. The main content area shows a table with columns for 'Labor', 'Start Date', 'Close Date', 'Period', 'Alt', and 'Table'. The 'DeleteRows' and 'Refresh' buttons are at the bottom. The 'Help' link is at the bottom right.

## Desk Guide for the Web Version of ATAAPS

1. The following will appear.

**Add Tour:**

	Labor	Open Date	Close Date	Period Length	Alternate Work Schedule
<input type="checkbox"/>		07/13/2003	07/26/2003	14	6 - Compressed(80 hrs biwk; scheduled days)

**Click Here**

2. Click on the Book icon and the following screen will appear.

	Day	Duration	Night Diff	Sunday Premium	
2003 Jul 13	Sunday	1	0.00	0.00	
2003 Jul 14	Monday	2	9.00	0.00	
2003 Jul 15	Tuesday	3	9.00	0.00	
2003 Jul 16	Wednesday	4	9.00	0.00	
2003 Jul 17	Thursday	5	9.00	0.00	
2003 Jul 18	Friday	6	8.00	0.00	
2003 Jul 19	Saturday	7	0.00	0.00	<input type="checkbox"/>
2003 Jul 20	Sunday	8	0.00	0.00	
2003 Jul 21	Monday	9	9.00	0.00	
2003 Jul 22	Tuesday	10	9.00	0.00	
2003 Jul 23	Wednesday	11	9.00	0.00	
2003 Jul 24	Thursday	12	9.00	0.00	
2003 Jul 25	Friday	13	0.00	0.00	
2003 Jul 26	Saturday	14	0.00	0.00	<input type="checkbox"/>
<b>Total Scheduled Hours:</b>		<b>80.00</b>			

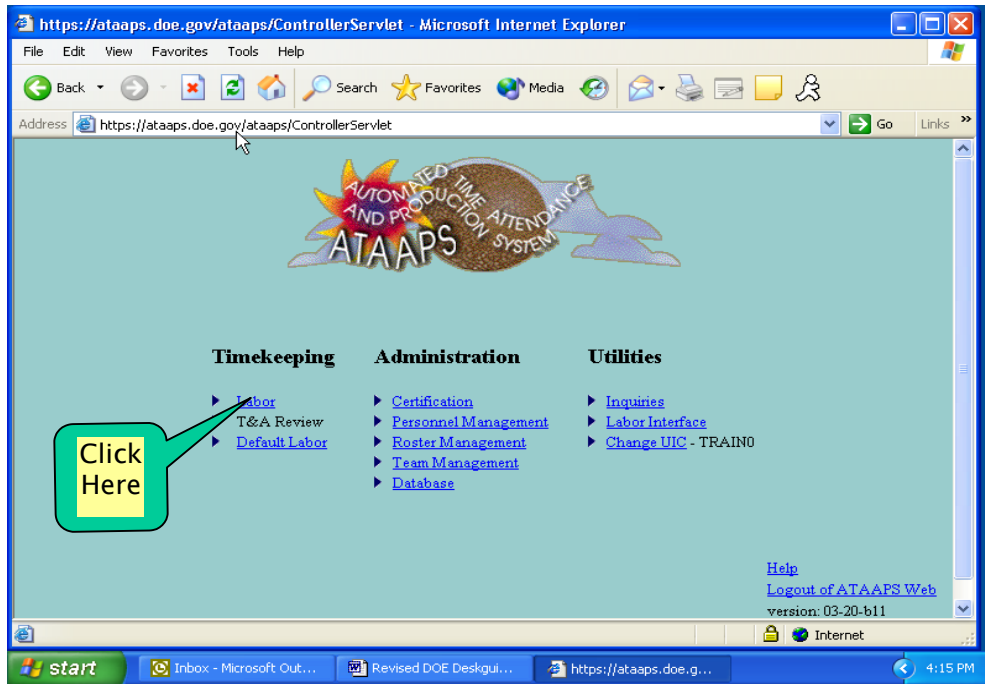
**Click Here to Change Duration Hours**

3. If needed, select the Alternate Work Schedule (AWS) drop down and choose the employee's AWS. After selecting the proper AWS to update for the employee, click the "Update AWS" button. If needed, change the employee's Duration Hours for each day; this would be where you change the AWS day for an employee. When finished with updating all Duration Hours, click the Save & Close button at the bottom of the screen to save changes.

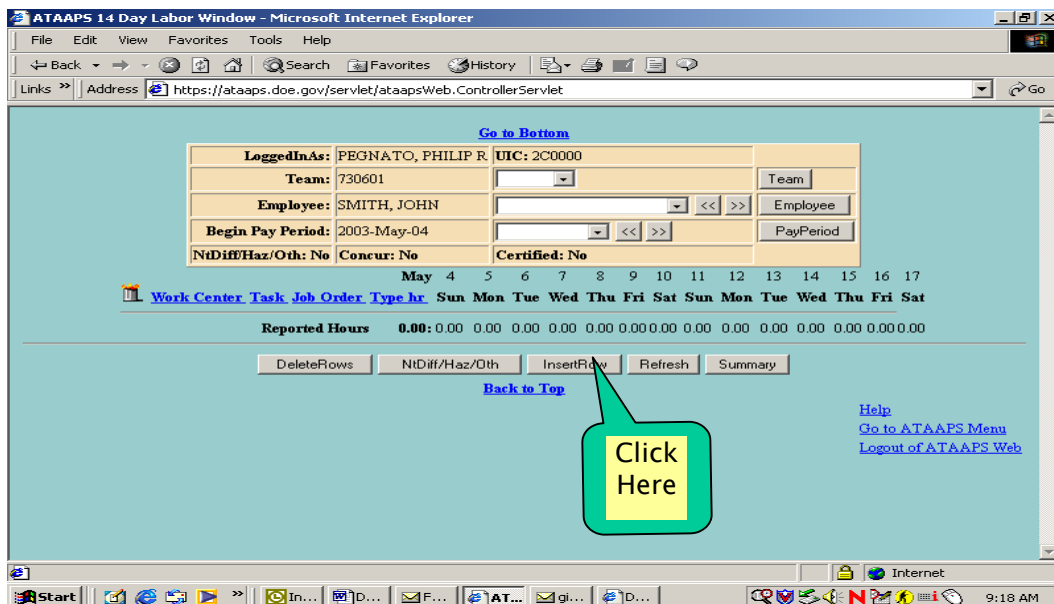
# Desk Guide for the Web Version of ATAAPS

## Entering Labor Hours

1. The items in blue and underlined on the following screen are available for selection. To enter labor hours, click on "Labor."

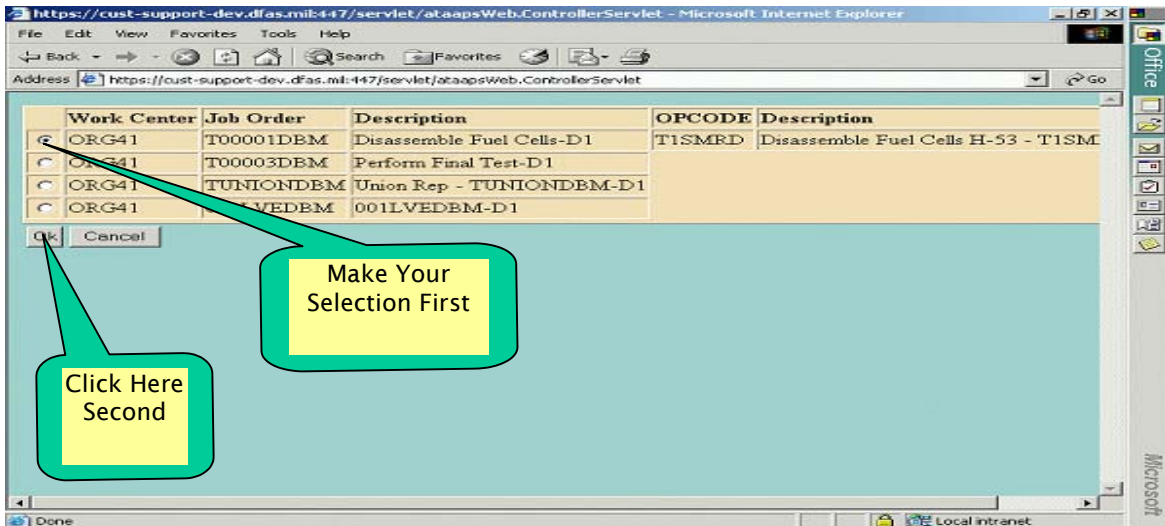


2. The following is the screen for entering labor hours. Select the desired Team by using the drop down menu and display that Team by clicking the Team from the drop down list and then click on the Team button. Select the employee that you wish to record hours for by using the drop down menu and clicking on the employee's name then click the Employee button. Select the desired pay period from the drop down menu and then clicking on the Pay Period button to display or use the arrow buttons next to the drop down menu. To enter labor hours, click on the Insert Row Button located below the Reported Hours line.



## Desk Guide for the Web Version of ATAAPS

- The screen will change to look like the one below. This will display a selection of pre-determined WC/Tasks/Job Order combinations.



- You are now ready to input Labor Hours. Enter time by typing the number of hours, i.e., 8, 9, 7.45.  
(NOTE: Whole hours are entered by just entering the number, i.e. a 4 with no decimal. Partial hours are entered as HH.MM (hours, hours, minutes, minutes) by using a decimal point not a colon. For example: quarter hours are .15, .30, and .45). All hours must be recorded in 15-minute increments. Below is an example.

**Go to Bottom**

LoggedInAs: BEALL, PAULETTE C    UIC: 1M0000

Team: 815531    Team

Employee: BEALL, PAULETTE C    Employee

Begin Pay Period: 2003-Jun-15    PayPeriod

NtDiff/Haz/Oth: No    Concur: No    Certified: No

Work Center	Task	Job Order	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
AASA	WM0000000	CE							3.15							
AASA	WM0000000	LA											8.00			
AASA	WM0000000	LS				5.00										


**Reported Hours** 16.15: 0.00 0.00 5.00 0.00 3.15 0.00 0.00 0.00 0.00 8.00 0.00 0.00

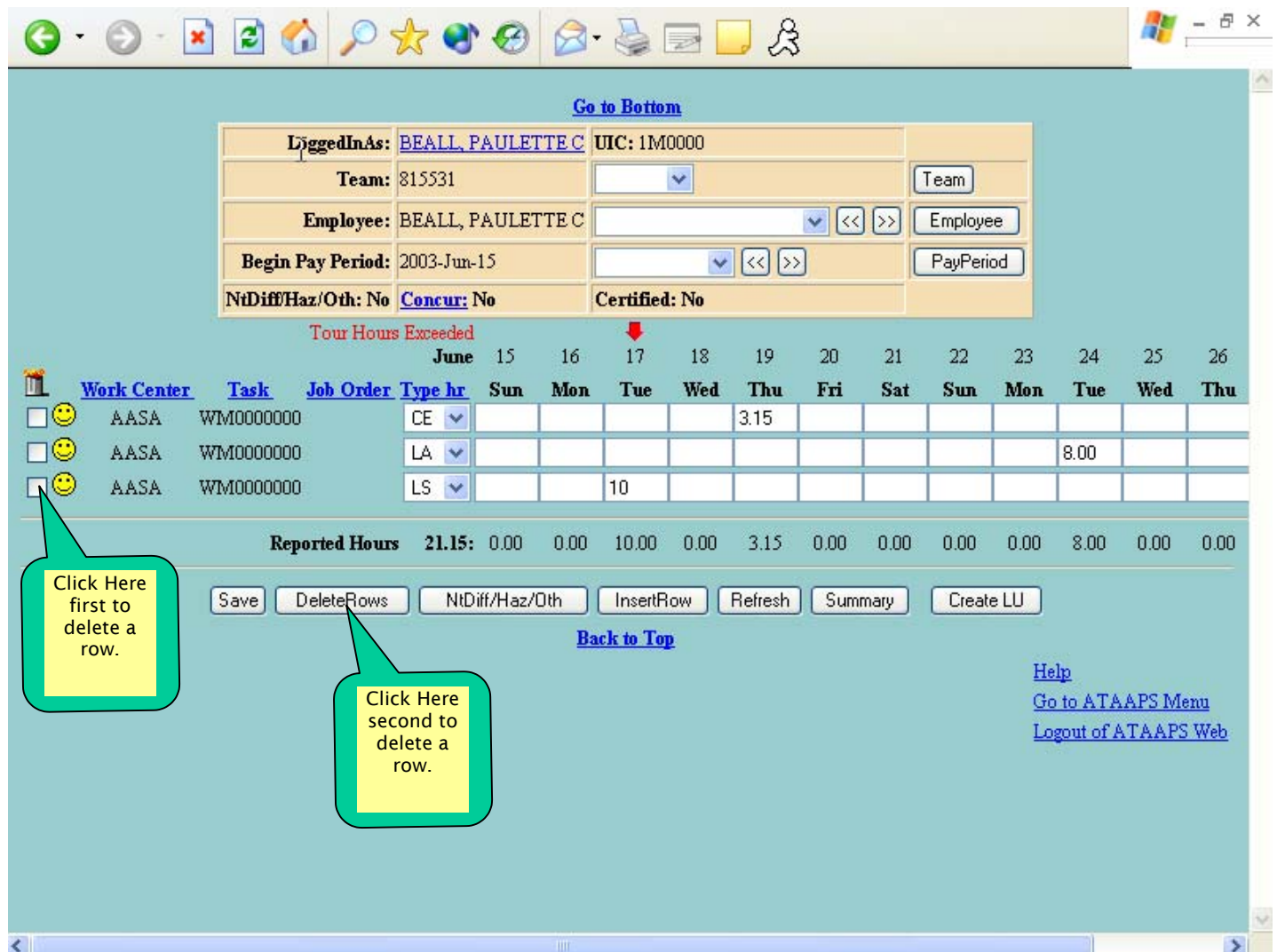
Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

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[Logout of ATAAPS Web](#)


## Desk Guide for the Web Version of ATAAPS

- Click the save button to update the database. If you fail to click the save button before closing the window, the system will not save the entry. Also, number of hours must be entered for each row created or the system will display the message: "**Labor Duration Not Entered**" under the line where no hours have been entered. The system will also alert if the number of hours entered exceed the scheduled hours (regular hours) on any given day by an  above the day where the problem occurs as shown below. ALL errors must be corrected before successfully saving all entries to the database. If time is correctly entered, no error messages will display after clicking the save button. The system has saved all entries to the database.



[Go to Bottom](#)

LoggedInAs:	BEALL, PAULETTE C	UIC:	1M0000
Team:	815531		Team
Employee:	BEALL, PAULETTE C		Employee
Begin Pay Period:	2003-Jun-15		PayPeriod
NtDiff/Haz/Oth: No	Concur: No	Certified: No	

Tour Hours Exceeded 

	June	15	16	17	18	19	20	21	22	23	24	25	26
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
<input type="checkbox"/> ☹ AASA WM0000000 CE					3.15								
<input type="checkbox"/> ☹ AASA WM0000000 LA									8.00				
<input type="checkbox"/> ☹ AASA WM0000000 LS			10										
<b>Reported Hours</b>	<b>21.15:</b>	0.00	0.00	10.00	0.00	3.15	0.00	0.00	0.00	0.00	8.00	0.00	0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

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Click Here first to delete a row.

Click Here second to delete a row.

### To delete a row:

- Select the row to delete by clicking in the Delete Check Box Field (shown above under the trashcan icon).
- Click the Delete Rows Button

## Desk Guide for the Web Version of ATAAPS

### Recording Differential, Hazard and Other Hours

1. To show sick leave as "Family Friendly" enter the hours for the day that it applies. Then click "Save" and then click on the "NtDiff/Haz/Oth" button located below the row on the screen. The page will change as shown below:

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ataaps.doe.gov/ataaps/ControllerServlet

Go to Bottom

Logged In As: BEALL, PAULETTE C UIC: 1M0000

Team: 815531

Employee: BEALL, PAULETTE C

Begin Pay Period: 2003-Jun-29

NtDiff/Haz/Oth: No Concur: No Certified: No

Work Center	Task	Job Order	Type hr	June 29	June 30	1	2	3	4	5	6	7	8	9	10
AASA	WM0000000	LA				5.00								2.00	
			NtDiff												
			Haz/Oth												
AASA	WM0000000	LS				3.15									
			NtDiff												
			Haz/Oth												
Reported Hours				10.15	0.00	0.00	5.00	3.15	0.00	0.00	0.00	0.00	2.00	0.00	0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

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2. You then click on "add" below the day the entry will apply to and the system will display the following screen:

Extended Labor Attributes - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: /servlet/ataapsWeb.ControllerServlet?operation=getWindow&name=getExtendedLaborWindow.jsp&dayOffp=4&rowNum=2

Employee: JONES, JOHN

Date: 5/7/2003

Job Order: WM0000000

Op Code:

Type Hours: Sick

Reason: DA - Birth of Son/Daughter or Care of Newborn  
DB - Adoption or Foster Care  
DC - Care for Spouse, Son, Daughter, or Parent With Serious Health Condition  
DD - Serious Health Condition of Employee

Reason Remove Cancel

Click Here After Selecting the Reason Code Above

3. Choose the reason that applies and click the "Reason" button. The system will return to the labor screen and the proper code under the day you indicated as shown below:

## Desk Guide for the Web Version of ATAAPS

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LoggedInAs:	BEALL, PAULETTE C	UIC: 1M0000
Team:	815531	<input type="button" value="Team"/>
Employee:	BEALL, PAULETTE C	<input type="button" value="Employee"/>
Begin Pay Period:	2003-Jun-29	<input type="button" value="PayPeriod"/>
NtDiff/Haz/Oth: Yes	Concur: No	Certified: No

	June 29	30	1	2	3	4	5	6	7	8	9	10				
Work Center	Task	Job Order	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
☺ AASA	WM0000000		LA				5.00						2.00			
			NtDiff													
			Haz/Oth				add						add			
☺ AASA	WM0000000		LS				3.15									
			NtDiff													
			Haz/Oth				DC									
Reported Hours				10.15:	0.00	0.00	5.00	3.15	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00

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start | Inbox - Microsoft Out... | Revised DOE Deskgui... | ATAAPS 14 Day Labo... | 10:20 AM

- Click the "Save" button to post the entry to the database.

## Desk Guide for the Web Version of ATAAPS

### To Display Summary Hours for the Pay Period

1. To review the information for the pay period, click on the summary button. The screen will change as shown below:

The screenshot displays a web browser window with a toolbar at the top containing various icons. The main content area has a light blue background. On the left, there is a blue underlined link labeled "Back". In the center, a white box contains the following information:

<b>Team:</b>	815531
<b>Employee:</b>	PAULETTE C BEALL
<b>Begin Pay Period:</b>	2003-Jun-29

Below this box is a large table with a grid of data. The table has columns for the month of June (29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12) and a final column for the Total. The rows represent different categories of hours and shifts.

	June 29	June 30	June 1	June 2	June 3	June 4	June 5	June 6	June 7	June 8	June 9	June 10	June 11	June 12	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>Scheduled Hours:</b>	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
<b>Scheduled Night Diff:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Scheduled Shift Code:</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Reported to Scheduled:</b>	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
<b>Reported Regular:</b>	0.00	8.00	3.00	4.45	8.00	8.00	0.00	0.00	6.00	8.00	8.00	8.00	8.00	0.00	69.45
<b>Reported Night Diff:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Reported Leave:</b>	0.00	0.00	5.00	3.15	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	10.15
<b>Reported Premium:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Reported to Shift Override Code:</b>															

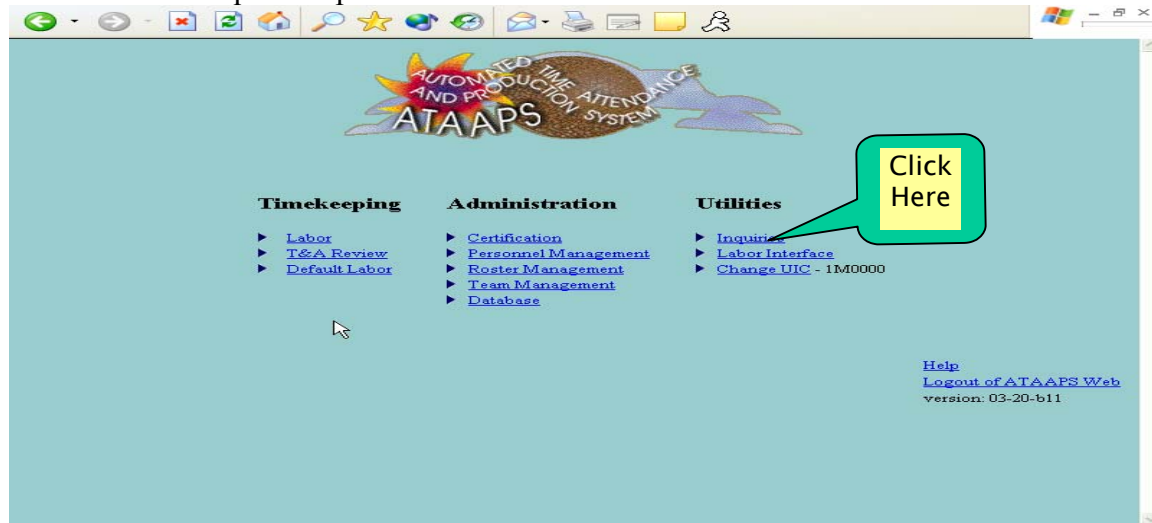
At the bottom of the screen, there is a Windows taskbar with the "start" button and several open applications: "Inbox - Microsoft Out...", "Revised DOE Deskgui...", and "Labor Summary for P...". The system clock shows "10:24 AM".

2. To return to the labor screen you click on either "Back" located on the left side of the screen.

# Desk Guide for the Web Version of ATAAPS

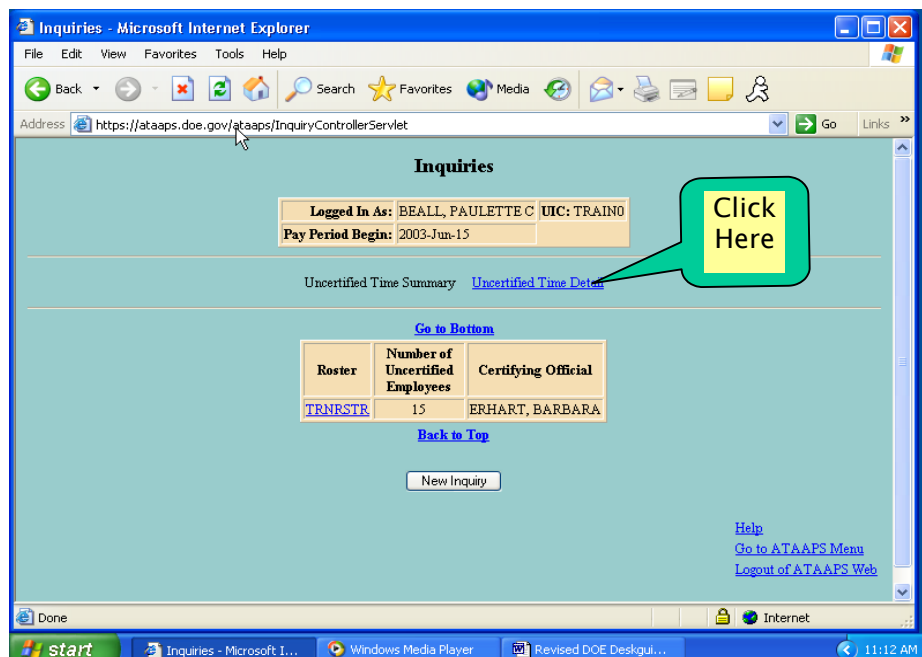
## Uncertified Employees Report

1. Select the Inquiries option from the ATAAPS Main Menu.



2. Select Uncertified Employees using the radio button. Then Click Continue.
3. Select the current Pay Period or select a specific Pay Period.
4. Select the Roster/Team you wish to query by highlighting and clicking “Add”.
5. Select the “Process” button.

ATAAPS will display the number of employees whose time has not been certified and who is their designated certifier. To display the employee and the certifier, select the Uncertified Time Detail option as shown below.



## Desk Guide for the Web Version of ATAAPS

### Certifying Time and Attendance

1. Select the certification link on the Main Menu page. The following page is then displayed. (All employees and SSNs are fictitious.)

Detail	Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANDERSON-D4, MARVIN	447-24-4444	80.00	80.00	69.00	11.00	0.00	15.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BURRIS-D4, KELLY	447-23-4444	50.00	50.00	41.00	9.00	0.00	2.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHAPMAN-D4, DIANA	447-19-4444	40.00	40.00	37.00	3.00	0.00	0.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DANIELS-D4, STACEY	447-23-4444	60.00	60.00	46.00	14.00	0.00	6.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOBBS-D4, CHRIS	447-18-4444	80.00	80.00	66.00	14.00	0.00	5.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EDGEMON-D4, JOHN	447-25-4444	40.00	40.00	27.42	12.18	0.00	0.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FORD-D4, BECKY	447-20-4444	30.00	30.00	24.00	6.00	0.00	3.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WILSON-D4, STEVE	447-21-4444	80.00	80.00	60.00	20.00	0.00	3.00	ERHART-D1-D1, BARBARA

2. To view the labor details for an employee, click the book icon next to the employee's name.
3. To certify an employee's data, click in the certify check box. To decertify uncheck the box.

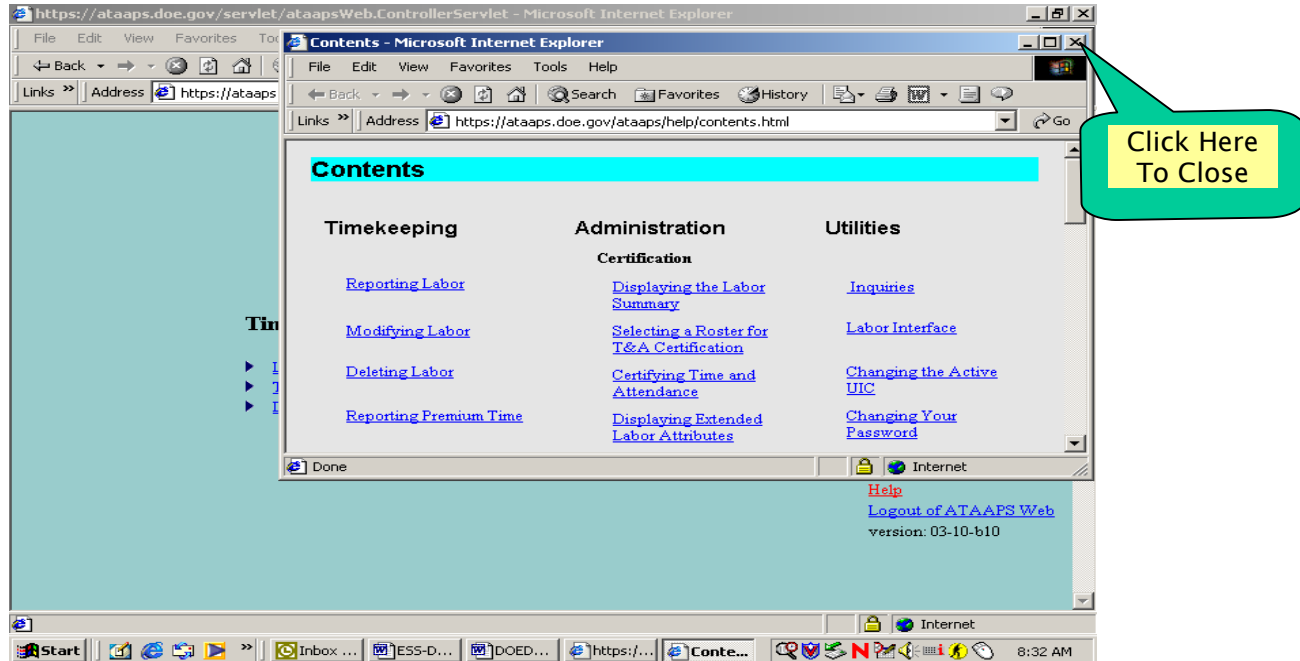
*Note: The certify check box will be grayed out if all employee tour hours have not been reported or if the certification window is not yet open.*

4. To access an alternate certification roster, click on the roster drop down, and then click the roster button.
5. To change pay periods click the << button to proceed to the prior pay period or the >> button to see the next pay period. Alternatively click the pay period drop down, select the desired pay period and click the pay period button.
6. Click Save.

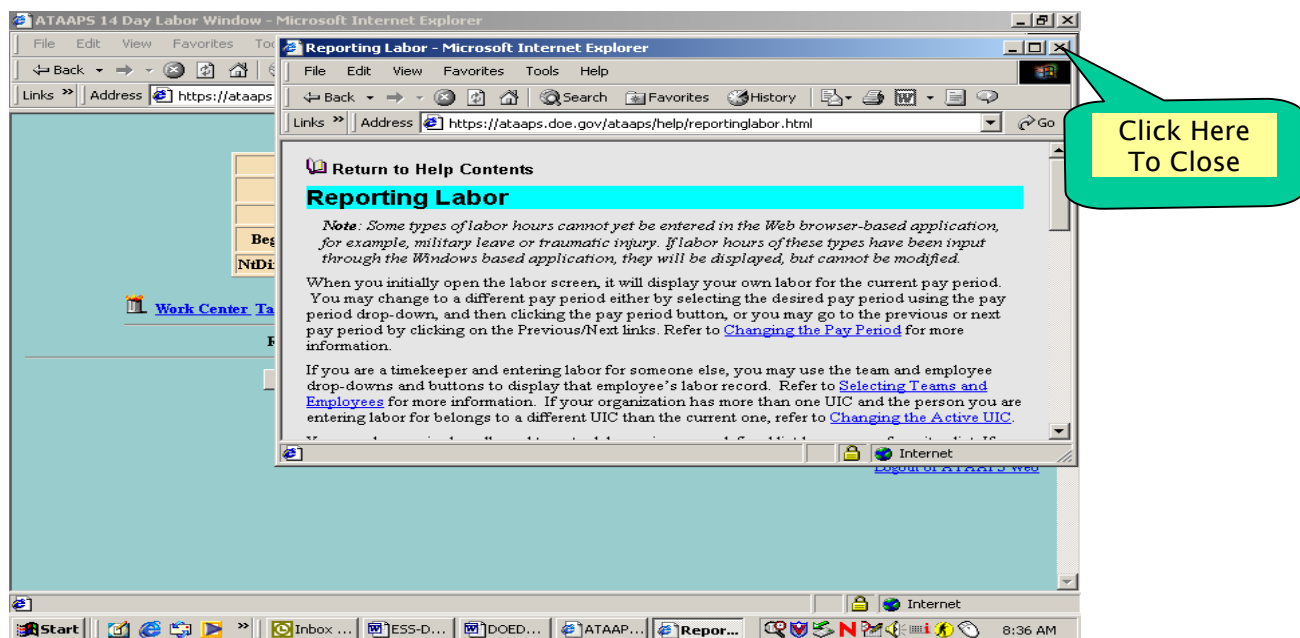
# Desk Guide for the Web Version of ATAAPS

## ATAAPS Help Function

For a **complete list of help topics** in ATAAPS, click on the Help link located in the lower right portion of the Main Menu. This will open an additional copy of the web browser with links to all help pages.



For **detailed help on any ATAAPS web page**, click on the Help link located in the lower right portion of all web pages. This will open an additional copy of the web browser with specific informative help pages and links.



**Note:** You will need to close this window by clicking on X in the upper right corner of either window.